

FACULTY & STAFF: PREPARING FOR YOUR ZOOM MEETING

- 1** Zoom requires a working microphone and webcam. Watch the video on how to use [your microphone and webcam in Zoom](#).
- 2** Test your webcam and microphone prior to your Zoom by meeting by joining the [Zoom Equipment Test Meeting](#).
- 3** After clicking the link above, follow the prompts to download Zoom and enter the test meeting. Once you are in the Zoom Equipment Test Meeting, make sure your microphone and webcam are working based on the video above.
- 4** Now that you have successfully tested your equipment, leave the meeting by pressing “Leave Meeting” in the bottom right hand corner.
- 5** When it is time to enter your actual meeting, locate and click the link that was provided to you (if you are a guest). Or, if you are the host, start the meeting from your Zoom account.